

C. FOOD ASSISTANCE ALLOTMENTS**WAC 388-412-0015 Food assistance allotments.**

- (1) A client's food assistance benefit amount is called an allotment. An allotment is the total dollar value of coupons an eligible assistance unit receives for a calendar month.
- (2) Assistance units with no income receive the maximum allotment as described under the thrifty food plan (TFP) in WAC 388-478-0060. Assistance units with net income receive smaller amounts.
- (3) When an assistance unit has income, the allotment is determined by:
 - (a) Multiplying the assistance unit's net monthly income by thirty percent and rounding up to the next whole dollar; and
 - (b) Subtracting the results from the thrifty food plan for the appropriate assistance unit size as specified in WAC 388-478-0060.
- (4) Except for those described in WAC 388-406-0055 eligible assistance units receive benefits from the effective date of eligibility to the end of the first month. This is called proration and is based on a thirty-day month.
- (5) In the first month of eligibility, assistance units do not receive an allotment when the amount is less than ten dollars.
- (6) Eligible one and two person assistance units receive a minimum ten dollar allotment:
 - (a) After the first month of eligibility; or
 - (b) In the first month of eligibility when the CSO receives the assistance unit's application on the first day of the month.

WORKER RESPONSIBILITIES**1. Prorating Benefits**

Use the DSHS 12-106(X), Food Stamp Allotment Proration Table to determine the amount of the allotment for the first month of eligibility; or

Subtract the date of application from 31 and divide the result by 30. Multiply the result by a full month benefit amount. Round up to the nearest dollar.

Example: The date of application is the 20th of the month. The assistance unit is eligible for \$200 for a full month.

(a) $31 - 20 = 11$

(b) $11 \div 30 = .367$

(c) $0.367 \times \$200 = \73.40

(d) $\$73.40 = \73.00 (the prorated amount)

2. Allotments Under \$10

Add one dollar to the allotment when the assistance unit (three or more persons) is eligible for one, three, or five dollars.

3. Telephone Cancellation of Food Coupons

Only direct mail food coupons (not FCAs) may be canceled by telephone when a change of address cannot be acted on by deadline. To cancel:

- a. Ensure the coupons were authorized;
- b. Call the Direct Mail Unit (DMU) at (360) 407-0440 before the intended mailing date. See **Staggered Mailing of Benefits** in Clarifying Information after WAC 388-412-0025 to determine the intended mailing date. Provide the following information:
 - (1) Your name;

- (2) Your phone number;
 - (3) Case name;
 - (4) Assistance unit number;
 - (5) Allotment amount; and
 - (6) Zip code.
- c. Document action taken.
- d. DMU issues a memorandum confirming cancellation which includes:
 - (1) All the information received by phone; and
 - (2) A sequentially assigned DMU identification number to track phone cancellations.
- e. File the memorandum in the case record.
- f. Confirm that food coupons are canceled before reissuing benefits.